

## **MINUTES OF MEETING June 29, 2017**

The regular monthly meeting of the Northampton Retirement Board was called to order by Chairperson Karpinski at 1:34 p.m. in City Council Chambers, Municipal Hall, 212 Main Street, Northampton, MA.

Members present were Joyce Karpinski, Shirley LaRose, Michael Lyons and Susan Wright. Thomas Sullivan was present via remote participation. Also present was Retirement Administrator David Shipka and Administrative Assistant Elsie Vazquez.

### **Visitors**

None

### **New Business**

The Board reviewed the annual newsletter to retirees and active members prepared by the administrator and co-written by Michael Shade of the de Burlo Group. The Board expressed satisfaction with the content of the newsletter.

The article on investment performance that Mr. Shade had authored had been condensed by the administrator to fit the newsletter. It was suggested that the complete URL address be included where the administrator noted the unabridged article could be found online.

On a motion made by Mr. Sullivan and seconded by Ms. LaRose, the Board voted unanimously to approve the newsletter for distribution. Retirees will receive it with their July checks and active members will receive it via inter-city distribution.

The annual staff review committee reported its recommendations to the Board. Mr. Lyons spoke about how the responsibilities and workload of the two positions have increased in volume and complexity over the years due to pension reform and an increase in membership. He was recommending that the office be structured around a 40 hour week as opposed to a 35 hour week.

Mr. Sullivan concurred in his comments, adding that 40 hours a week is generally considered to be the industry standard for comparable office work.

The staff would utilize the additional time outside of standard City operating hours and Memorial Hall accessibility, which is from 8:30 a.m. - 4:30 p.m.

The committee was also recommending a 1.5% cost-of-living-adjustment.

Ms. Wright reported that all but four department heads would be moved to 40 hour weeks by 2018. She did not think that the increase was warranted for the Board staff at this time.

Ms. LaRose indicated she was in favor of the proposal.

After a brief discussion, on a motion made by Ms. LaRose and seconded by Mr. Lyons, the Board voted 3-2 in favor of the increasing staff salaries to accommodate a 40 hour weekly schedule and a 1.5% cost-of-living-adjustment effective July 1, 2017 as follows: Ms. Karpinski: No, Ms. LaRose: Yes, Mr. Lyons: Yes, Mr. Sullivan: Yes, Ms. Wright: No.

On a motion made by Mr. Lyons and seconded by Ms. LaRose, the Board voted 3-0 to reappoint Ms. Karpinski to chair the Board for FY18 and Ms. Wright to serve in her absence as vice-chair. Ms. Karpinski and Ms. Wright abstained.

## **Regular Business**

The Board accepted the following new members:

Jacqueline Lapienski (Police)  
Brian Cruz (Custodian)  
Daniel Martin (Fire)  
Keith Cotnoir (Fire)  
Anthony Hatch (Fire)  
Ethan Sicard (Fire)  
Jennifer Larkin (City Clerk)  
Meagan Pike (Fire)  
Ian Henderson (DPW)

The Board accepted the retirement applications for the following members:

Alison Gleason (School)  
Julianne Clark (School)  
Richard Scott (DPW)  
Michael Gross (Fire)  
Donna Dennis (Parking)  
Nancy Kinner (School)  
Sharon Matrishon (School)

On a motion made by Mr. Sullivan and seconded by Mr. Lyons, the Board voted unanimously to accept the aforementioned retirement applications.

The Board approved retirement calculations for the following retirees:

Beverly Shaw (School)  
Sharon Whittemore (School)  
Tracy Driscoll-Horton (Fire)  
Eileen Wright (Parks and Recreation)

On a motion made by Mr. Sullivan and seconded by Ms. LaRose, the Board voted unanimously to approve the aforementioned retirement allowances.

The Board reviewed the following deceased members/retirees/survivors:

Daniel Jablonski (Custodian)

On a motion made by Mr. Sullivan and seconded by Ms. LaRose, the Board voted unanimously to approve the minutes of the regular meeting held on May 25, 2017.

The Board reviewed and approved the following warrants:

Board and staff payroll warrant totaling \$15,106.60  
Pension payroll warrant totaling \$841,639.00  
Accounts payable warrant totaling \$410,363.49

The Board reviewed the following reports:

April Trial Balance  
Transaction journal from the de Burlo Group, Inc for May 2017  
PRIT Statement for May 2017

The Board reviewed the following wire transfers for the current month:

\$690,000 from Peoples' United Bank to Florence Savings Bank  
\$26,591.13 from PRIM to Peoples' United Bank (distribution)

The Board reviewed the treasurer's report on the Florence Bank account for May:  
Bank statement: \$110,133.71  
Outstanding disbursements: \$108,310.71  
Adjusted bank balance: \$1,823.00  
Outstanding receipts: \$13,683.35  
Trial Balance end of month balance: \$15,506.35

The Board reviewed the following makeup/buyback requests:  
None

The Board reviewed the following correspondence:  
PRIM                      May Update  
PERAC #18              Tobacco company list  
PERAC #19              PROSPER system changes  
PERAC #20a              Application of new public records law

**Old Business**  
None

**Other Business**  
Mr. Lyons reported on the June MACRS Conference.

**Adjournment**

On a motion made by Mr. Lyons and seconded by Mr. Sullivan, the Board voted unanimously to adjourn the meeting at 2:41.

The next regular meeting is scheduled for Thursday, July 27, 2017 at 1:30 p.m. in Council Chambers.

Respectfully Submitted,

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Retirement Administrator

**THESE MINUTES WERE APPROVED BY THE RETIREMENT BOARD ON 7/27/2017**

**APPROVED:**

\_\_\_\_\_ **Joyce Karpinski, Chairperson**

\_\_\_\_\_ **Shirley LaRose**

\_\_\_\_\_ **Michael J Lyons**

\_\_\_\_\_ **Thomas Sullivan**

\_\_\_\_\_ **Susan Wright**